

IV. Proposal Format, Required Documents, and Delivery, Continued

2. Identify and list all Bidder staff and subcontractors (all team members) who will be committed to the tasks and describe their roles.
3. Describe job classification, relevant experience, education, academic degrees and professional licenses of these technical staff team members.
4. Provide a current resume for all team members listed.
5. Identify the percentage of time each team member will be available throughout the contract.
6. Describe their familiarity with the administration, management, and technical expertise in performing pertinent tasks identified in the Scope of Work.

D. Client References

Each bidder shall complete a Customer Reference Form. Three customer references are required for the Contractor.

VOLUME 2, Section 2, Cost Bid

Schedule	Attachment 18, Att A-1
Budget Summary	Attachment 18, Att B-1
<u>Contractor Unloaded Rates and</u> Personnel Hours	Attachment 18, Att B-2
Contractor Fee Calculation	Attachment 18, Att B- 13
Contractor Unloaded Rates	Attachment 18, Att B-1
Travel, Equipment, Materials, and Misc. List	Attachment 18, Att B- 14
<u>Subcontractor Budget Forms</u>	<u>Attachment 18, Att B-5, B-6, & B-7</u>

Budget and Schedule

The Contractor must submit information on all the attached budget forms, Attachment 18, and will be deemed the equivalent of a formal bid submission under the Public Contract Code. Using the budget forms, provide a budget and schedule for each task and subtask included in the proposed Scope of Work. The Bidder shall provide all budget detail for the requested funding level. Demonstrate that the budget information is consistent with the proposed scope of work and itemizes reasonable costs for personnel, subcontractors, materials, operating expenses, fees, etc., for each subtask. Provide sufficient budget information to allow the Energy Commission to evaluate that there is an appropriate ratio of direct versus indirect costs considering Indirect Overhead, General and Administrative and Profit percentage rates. Justify the expenditures by subtask by itemizing the budget in sufficient detail. The budget should be delineated by personal services, subcontractors, operating expenses, fees, and total expenditures. Demonstrate that the key personnel and subcontractors will be committed to the proposed program for the appropriate number of hours and functions to accomplish the activities described in the scope of work. See Attachment 18 and the instructions for completion of the Budget forms. Bidders shall allocate \$5 Million as follows: Task 1: \$750,000; Task 2: \$3,000,000; Task 3 \$750,000; and Task 4: \$500,000. Bidders shall budget \$300,000 for travel expenditures. This amount may be modified during the term of the agreement in accordance with the terms and conditions for modifications. Bidders shall budget no more than \$5,000 for Equipment and no more than \$5,000 for Materials & Miscellaneous Expenditures.

NOTE: The information provided in these forms will not be kept confidential.

The salaries, rates, and other costs entered on these forms become a part of the final contract. The entire term of the contract and projected rate increases must be considered when preparing the budget. The rates bid are considered capped and shall not change during the term of the contract. The Contractor shall only be reimbursed for their actual rates up to these rate caps.